

Webex Instructions and Screen Prints

December 7, 2009

Draft 2

You will first get an email inviting you to attend the meeting:

Novell GroupWise Caching - Webex

File Edit View Actions Tools Accounts Window Help

Home Mailbox[10] Calendar Sent Items Contacts

Mail From: WDA Employee <messenger@webex.com>

File Edit View Actions Tools Accounts Window Help

Close Reply Forward

Mail Properties Personalize Message Source

From: WDA Employee <messenger@webex.com> 11/11/2009 2:22 PM
To: Hebert-Hillegas, Lorie
Subject: (Forward to attendees) Meeting invitation: State Funding

**** You can forward this email invitation to attendees ****

Hello ,

WDA Employee invites you to attend this online meeting.

Topic: State Funding
Date: Tuesday, December 1, 2009
Time: 7:00 pm, Mountain Standard Time (Denver, GMT-07:00)
Meeting Number: 575 378 127
Meeting Password: natres

To join the online meeting (Now from iPhones too!)

1. Go to <https://wyagric.webex.com/wyagric/j.php?ED=134382487&UID=0&PW=NY2OyNmOwMWEw&RT=MIM2>
2. Enter your name and email address.
3. Enter the meeting password: natres
4. Click "Join Now".

To view in other time zones or languages, please click the link:
<https://wyagric.webex.com/wyagric/j.php?ED=134382487&UID=0&F>

To join the audio conference only

On 01 Dec 2009:

- 1) call 1.877.278.868 and pin 567075
- 2) click on the link to Start On-line mtg.
- 3) only first time users must click the top bar to Install Active X. Then Install.
- 4) questions or concerns can be answered by conference call.

For assistance

1. Go to <https://wyagric.webex.com/wyagric/mc>
2. On the left navigation bar, click "Support".

Page: 2 of 10 Words: 8/439

start Novell GroupWise C... Mail From: WDA Em... VOIP Project.docx -... webexScreenShots... untitled - Paint 11:34 AM

Click this URL to go to webinar site.

-Enter name and email address
-enter password
-click Join Now

Wyoming Department of Agriculture WebEx Enterprise Site - Windows Internet Explorer

https://wyagric.webex.com/mw0306/mywebex/default.do?service=1&siteurl=wyagric&nomenu=true&main_url=%2F

File Edit View Favorites Tools Help

Citizen Business Government Visitor

Wyoming
Department of Agriculture

Wyoming Department of Agriculture

Meeting Information: screen shots

English : [Denver Time](#)

Meeting status: **Started**

Starting date: Friday, November 6, 2009

Starting time: 3:03 pm, Mountain Standard Time (Denver, GMT-07:00)

Duration: 1 hour

Meeting number: 575 860 080

Meeting password: natres

Audio conference: None

Host's name: WDA Employee

Host's Email: lheber@state.wy.us

Join Meeting Now

To join this meeting, provide the following information.

Your name:

Email address:

[\(Clear my information\)](#)

☐ I would like to take a free WebEx trial (email required).

Join Now

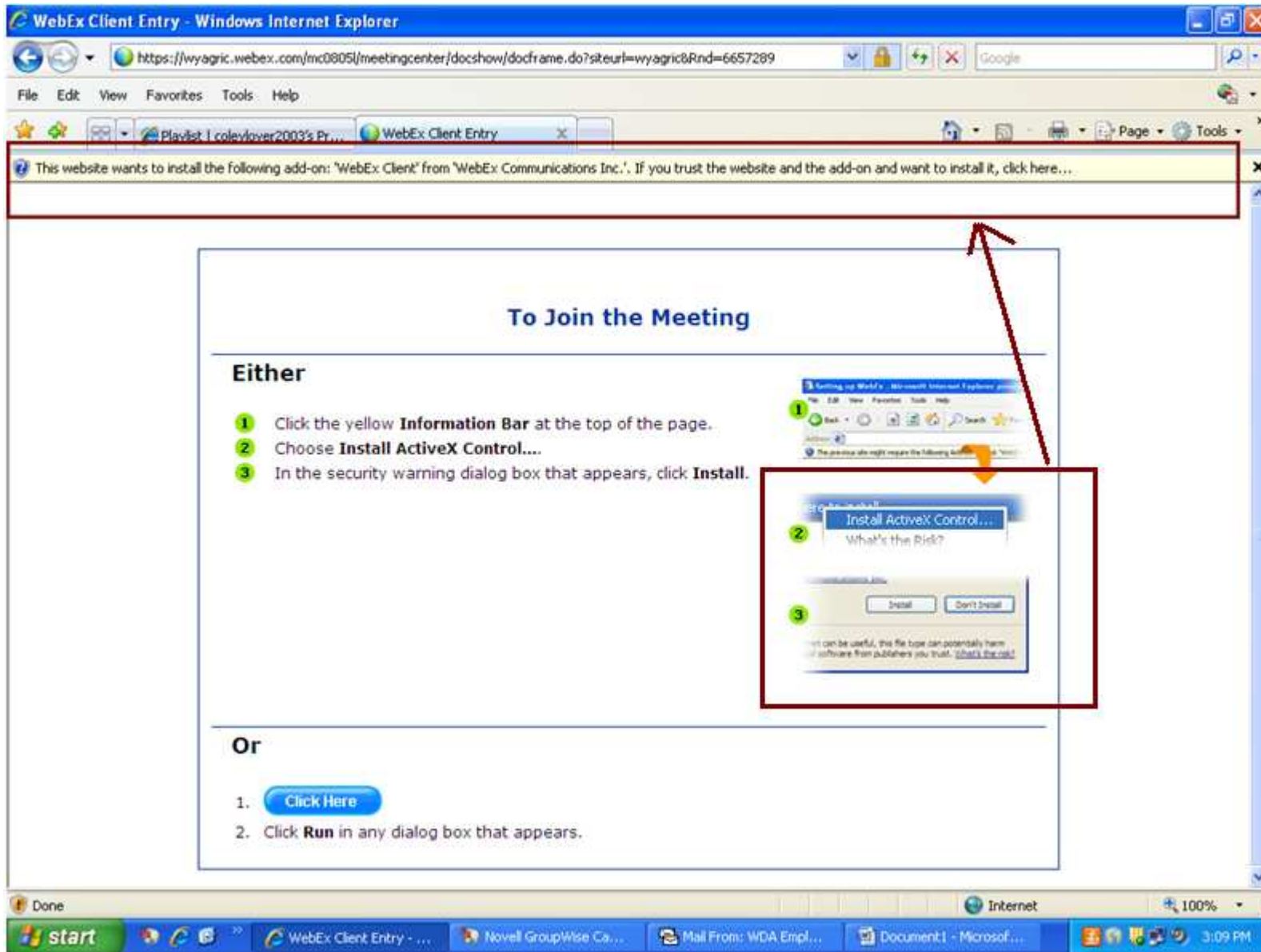
[View Agenda](#) [Add to My Calendar](#)

Before you join the meeting, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the meeting.

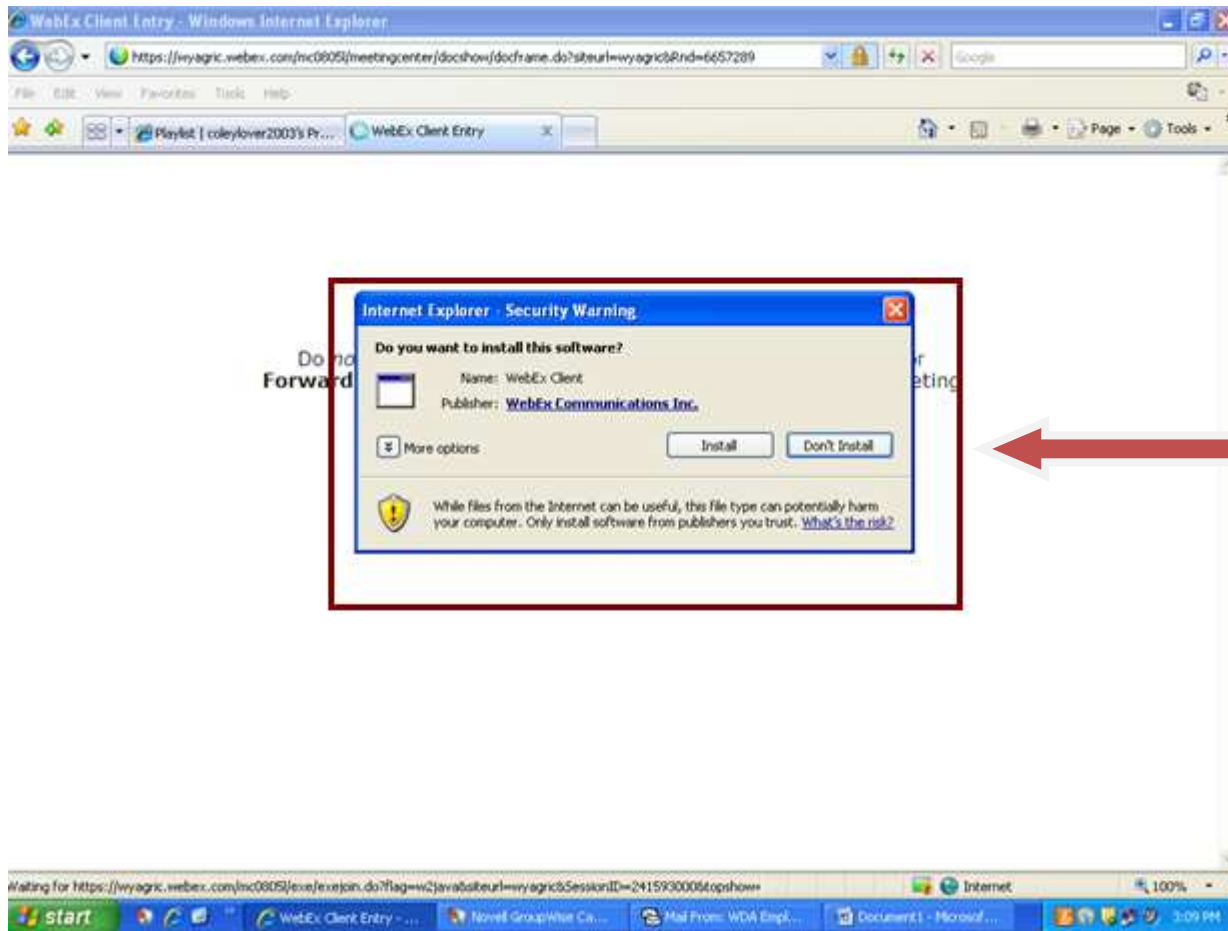
Done

start Wyoming Department... Novell GroupWise Ca... Mail From: WDA Empl... 3:07 PM

- This is the main menu attendees will view once they click the link to Start Meeting.
- Attendees will write their name and e-mail address in the box provided. (The email address needs to match the email address used to invite user to the meeting).
- Click “Join Now”



- First time attendees using WebEx software must click the Yellow Information Bar near the top of the page to install the software. The directions are above under “To Join the Meeting” followed by “Install.” Left click once to Install. Allow a minute or so for the complete installation.



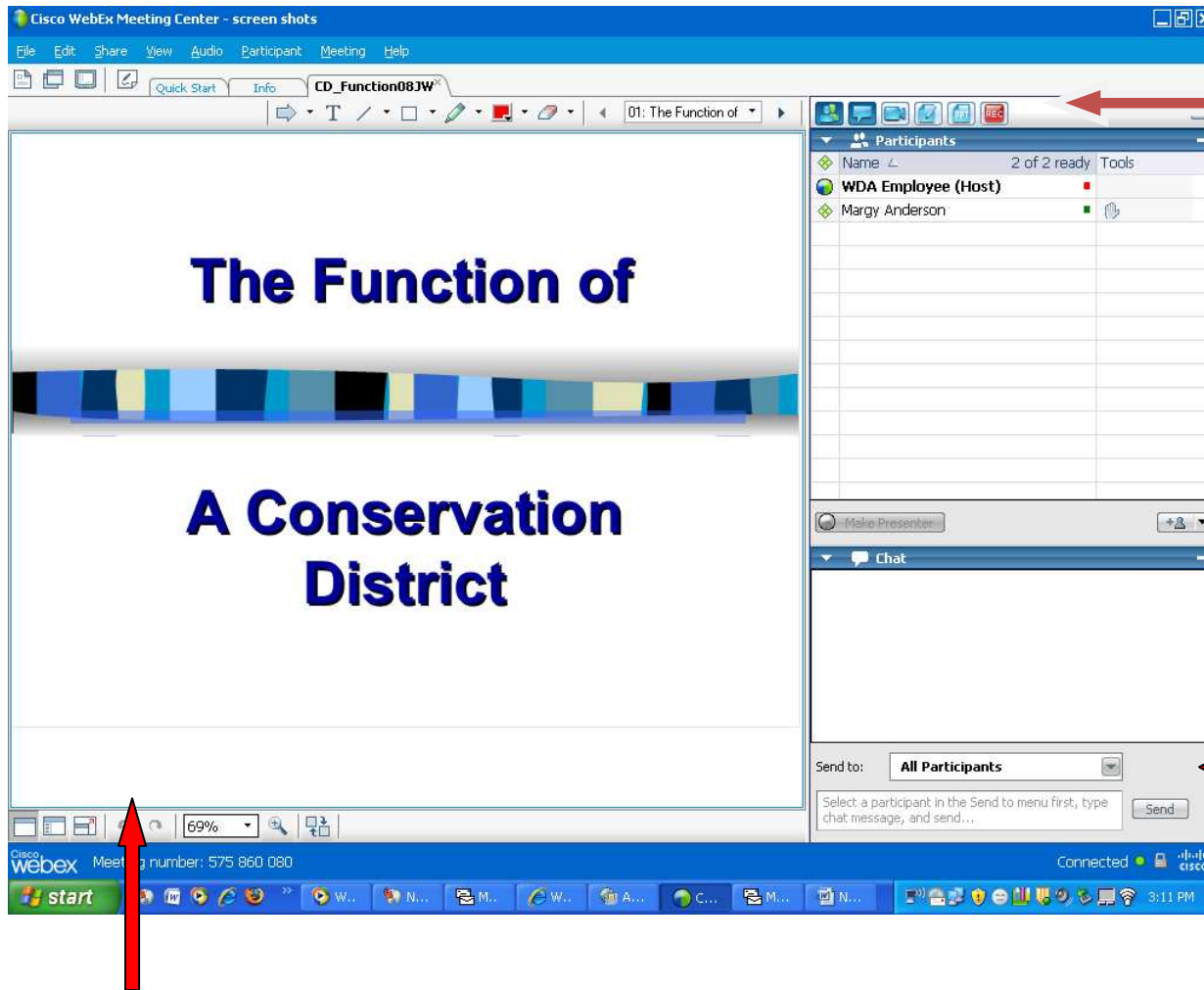
Do not
Forward

You will get a “Windows security
Warning”
Click Install.

The screenshot displays the Cisco WebEx Meeting Center interface. The main window shows a presentation slide with the title "The Function of A Conservation District" in large blue text. Below the title is a colorful, abstract graphic. The interface includes a menu bar at the top with options like File, Edit, Share, View, Audio, Participant, Meeting, and Help. A toolbar below the menu contains various icons for navigation and editing. On the right side, there is a sidebar with several sections: a "Participants" list, a "Raise Hand" button, a "Chat" window, and a "Send to" dropdown menu. The "Participants" list is highlighted with a red border and contains two entries: "WDA Employee (Host)" and "MArgy Anderson". The "Chat" window is currently empty. The "Send to" dropdown menu is set to "All Participants". At the bottom of the screen, there is a status bar showing the meeting number "575 860 080" and the time "3:10 PM".

Name	Tools
WDA Employee (Host)	
MArgy Anderson	

- Once an attendee joins the meeting, a list of all attendees appears in the box "Participants."
- Below that box, is a tab "Raise Hand." If you have a question, raise your hand. This will indicate to the instructor you have a question. The instructor will call your name over the phone and you can answer the question. Once the question is asked, the hand can be removed.



See next page for an explanation of icons

This is an indication of where the hand is when you raise it.

This is a place to view "chat log" of participants.

Select to send your message to all participants or individual from the drop down box.

Type your text in the window and Double check the message is being sent to the correct person and click "Send."

The left side of the screen "The Function of A Conservation District" is controlled only by the Host or the Instructor. An attendee will only watch the slides as presented by the host or instructor.

Note: When mike is used: Only Seven (7) users can be on microphone at a time. Be sure to click the microphone off when not speaking.

Control

①

Displays icons for working with attendees

②

Displays a maximum of 4 panel icons. You can open any remaining panels from the Select menu



Stops sharing and returns to the Meeting window



Provides access to meeting controls and panels that are not displayed on the Meeting Controls Panel



Displays the Participants panel



Displays the Chat panel



Displays the Annotation Tools panel



Displays the Polling panel



Displays the Notes panel

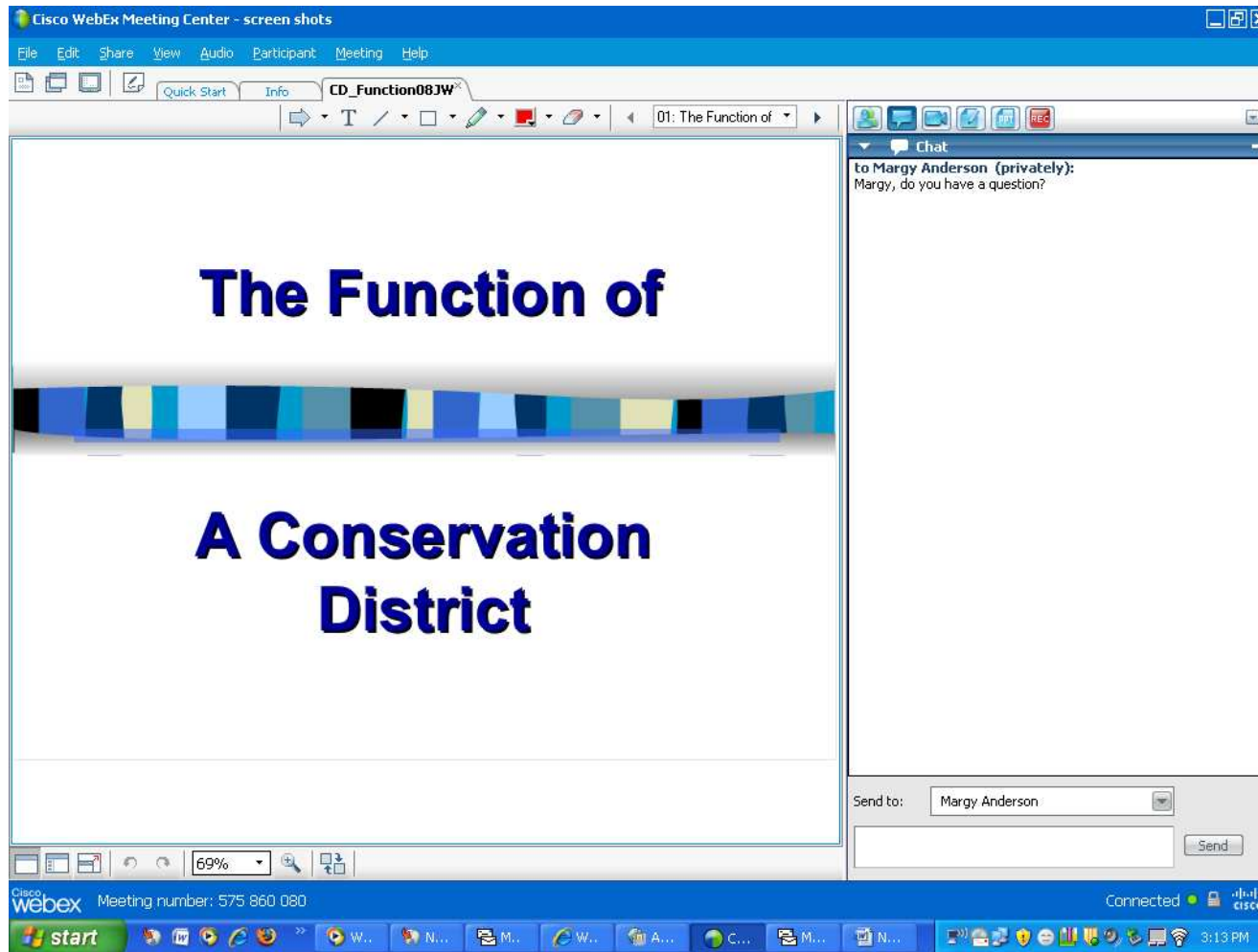


Displays the Video panel

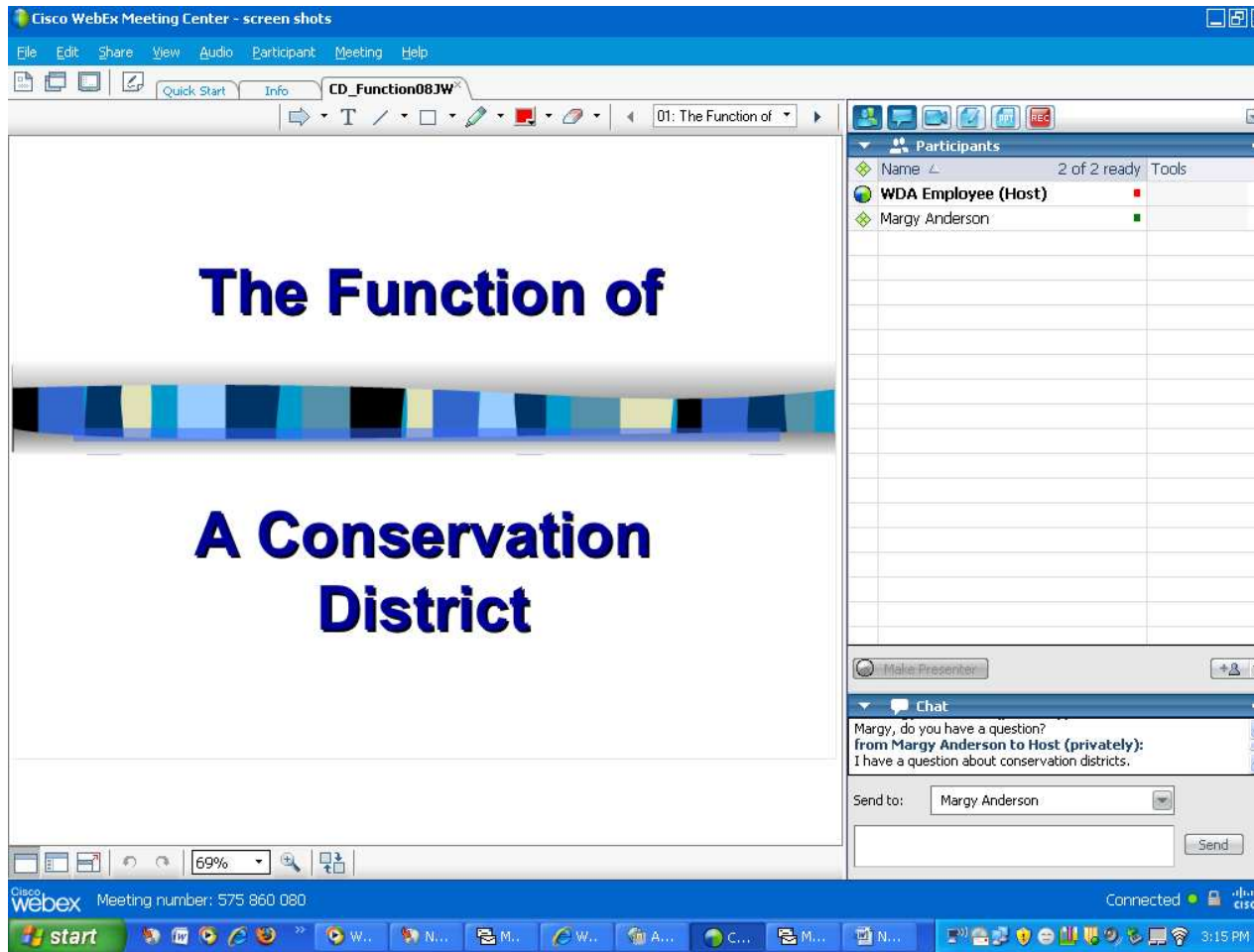


Displays the Recorder panel

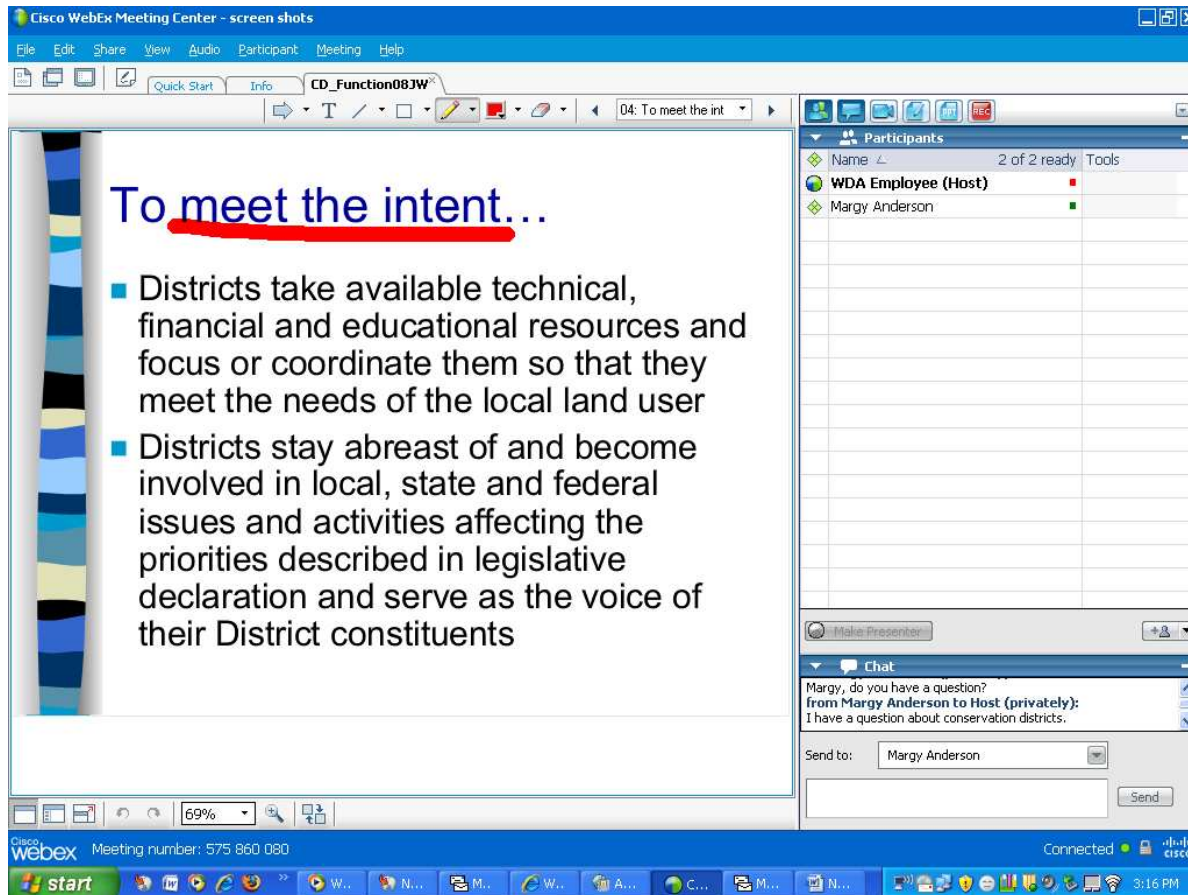
This is a screen shot from the Webex Website. The department has not signed up for all features so not all features apply for Department meetings.



- By left clicking once on the icons above “Chat” you can change the look of your screen. In this case, the Chat window is extended and the “Participants” box “is removed. To reinstate “Participants”, left click once on the icon with the blue and green figures.



- This is an example between two people chatting. The host “WDA Employee” asks Margy Anderson if she has a question. Margy’s response appears below her name.



- This is an example of when the instructor advanced the slides forward. The instructor has a toolbar with options to underline as indicated in red, circle, erase, etc. The small window near the top with "04: to meet the int." show the attendees and instructor what slide they are on.
- Documents and presentations can be downloaded prior to the meeting

To Leave the meeting:

The screenshot shows the Cisco WebEx Meeting Center interface. The main window displays a document titled "Cowboy States Stock Horse Association Official Score Sheet". The document contains a header with the association's name and logo, a section for "Monester Scores" with a scale from -1.5 (extremely poor) to +1.5 (excellent), and a table for "Cow Work Comments and scoring". The table has columns for "Penalties" (Spook, Spook, Spook, Spook) and "Run Comments" (bucking, cutting, control, riding, degree of difficulty, rearing, score/70). The "File" menu is open, and the "Leave Meeting" option is highlighted. The right sidebar shows the "Participants" list with "WDA Employee (Host)" and "margy". The "Chat" window is also visible.

File Edit Share View Audio Participant Meeting Help

Open
Close Ctrl+W
Save
Save As
Save All...
Transfer... Ctrl+Shift+T
Print
Send Transcript...
Leave Meeting

CSSHA09master...

**Cowboy States Stock Horse Association
Official Score Sheet**

Monester Scores: -1.5 extremely poor, -1 very poor, -.5 poor, 0 average, .5 good, +1 very good, +1.5 excellent

Description	1	2	3	4	5	6	7	8	9	Penalty Total	Score/70
Maneuver											

Cow Work Comments and scoring

Penalties	Spook	Spook	Spook	Spook	Run Comments	bucking	cutting	control	riding	degree of difficulty	rearing	score/70

Note: judge may blow the whistle at any time to terminate the work. A score of zero will be given if the work is not complete at that time.

Additional Judge Comments:

Reinwork
Cow work
Total

Participants

Name	Tools
WDA Employee (Host)	
margy	

Chat

Send to: **All Participants**

Select a participant in the Send to menu first, type chat message, and send...

Send

65%

Meeting number: 579 565 576

Connected

1:30 PM

Click yes to exit meeting:

Cisco WebEx Meeting Center - test again

File Edit Share View Audio Participant Meeting Help

Info CSSHA09master...

01

**Cowboy States Stock Horse Association
Official Score Sheet**

Class: _____
Date: _____
Rider: _____
Horse: _____

Maneuver Scores: -1.5 extremely poor, -1 very poor, -.5 poor, 0 mixed, +.5 good, +1 very good, +1.5 excellent

Description	Maneuver	1	2	3	4	5	6	7	8	9	Penalty Total	Score/70
Reined Work Comments and scoring												
Cow Work Comments and scoring	Penalties											
	1 point	2 point	3 point	4 point	5 point							

Note: judge may blow the whistle at any time to terminate the work. A score of zero will be given if the work is terminated.

Additional Judge Comments:

Leave Meeting

Do you want to leave this meeting now?

Yes No

Participants

Name	Tools
WDA Employee (Host)	
margy	

Chat

Send to: All Participants

Select a participant in the Send to menu first, type chat message, and send...

Send

65%

Cisco webex Meeting number: 579 565 576 Connected

start Novell Group... Mail From: W... WebEx Client... Cisco WebEx ... Document1 - ... 1:30 PM